

College Procedure: 403.6 – Rental of Games

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| Policy Reference: | 403 – Workplace Safety |
| Responsible Department: | Human Resources |
| Approval Authority: | Cabinet |
| Procedure Owner: | Vice President, Human Resources and Institutional Effectiveness |
| Effective Date: | 03/05/2012 |

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| Version Number: | 3 |
| Legal Counsel Reviewed (yes/no): | No |
| Scope: | College-wide |

Reason for Procedure

Documented procedures have been developed to protect Kirkwood in instances where games are rented and/or used at Kirkwood sponsored or endorsed events. Kirkwood's insurance policy does not cover accidents or injuries from the use of inflatables, rock climbing walls, or trampolines.

The Procedure

The College's Commercial General Liability Coverage does not apply to "bodily injury" to any person using a trampoline or rebounding equipment. In order to rent such devices, the person representing the College prior to agreeing to any rental must obtain the following documents.

- Proof of safety inspections
- Proof of insurance
- Access to the equipment's safety log

In addition, the following must occur:

- The vendor must supply trained personnel to monitor the equipment

The above documents and the agreement for the vendor to supply trained personnel to monitor the equipment must be shared with the Director, Risk & Transfer two weeks prior to the event's date to allow ample time to review the documents before any rental agreements are agreed to and/or signed.

Revision Log

Table 1 Revision Log

| Version Number | Date Approved | Approved by | Description of Change |
|----------------|---------------|-------------------------------------|-----------------------|
| 1 | 03/05/2012 | Jim Choate, Vice President, Finance | New procedure |
| 2 | 05/16/2017 | Mick Starceovich, President | New template |
| 3 | 07/08/2019 | Cabinet | Procedures template |